



## Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

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[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!  
Close to Bus Routes, Light Rail, & Parking Garages*

### **READVERTISEMENT**

#### **Associate Governmental Program Analyst Or Staff Services Analyst**

**Monthly Salary: (AGPA) \$4,400 - \$5,348; (SSA) \$2,817 - \$4,446**

**One Permanent/Full-Time Position**

**Location: Downtown Sacramento**

**Position Number: 443-300-XXXX-702**

**Refer to Job ID# 09-BQM-001**

**Final Filing Date: May 17, 2010**

*The Managed Risk Medical Insurance Board is impacted by the Governor's imposed three days a month mandatory furlough. Each employee shall be required to take the first, second and third Friday off each month without pay. This furlough is currently imposed through the completion of the June 2010 pay period. The amount of the three furlough days will be about a 15% salary reduction from the base salary rates stated on this Job Opportunity Bulletin.*

#### **General Statement of Duties:**

Under the general supervision of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) reviews and analyzes proposed legislation and advises management on the impact or potential impact of the legislation on all MRMIB programs. The AGPA reviews and makes recommendations on regulations, policies, plan contracts, procedures and program alternatives; utilizes a variety of analytical techniques to review and make recommendations on a broad spectrum of administrative and program related problems; and reviews and analyzes various health care studies and surveys.

Researches and prepares benefits related plan contract amendments for the HFP, AIM, and MRMIP programs. Ensures that plan contracts comply with program statutory and regulatory requirements and changes. Researches and analyzes legislative changes that impact MRMIB programs and proposed contract language changes to ensure compliance. Develops contract language, summarizes changes to plan contracts, and prepares plan contract amendments for review and approval by BQM management, MRMIB legal staff, the Chief Deputy Director and Executive Director, and the Board.

Develops language for regulation changes including regulation text and Statements of Reasons. Conducts research and makes recommendations to management on regulation changes based on recent legislative mandates and DMHC directives. Participates in the regulatory Public Hearing process for MRMIB programs, reviews public comments on benefits-related regulations, makes recommendations to management on the department's position and writes responses to the public comments.

Reviews and analyzes Evidence of Coverage (EOCs) documents submitted by MRMIB programs' health, dental, and vision plans to ensure compliance with statutory and regulatory program requirements and makes recommendations for changes as necessary. Analyzes program benefits for consistency with Administrative policy that accurately and adequately addresses program and public health mandates. Writes EOC corrective and approval letters to plans. Reviews MRMIB programs' handbooks and program materials provided to ensure accuracy in accordance with program statutes and regulations.

Reviews and analyzes proposed benefits related legislation and advises management on the impact or potential impact on MRMIB programs. Coordinates with MRMIB management, attorneys, and state regulatory agencies

including the DMHC, to ensure that program materials and plan EOCs conform to legislative mandates. Regularly prepares briefing documents for BQM managers on program policy implications and impact of pending legislation. Prepares reports for BQM managers detailing status and timelines for legislative bills. Meets with MRMIB managers, health, dental and vision plans, MRMIB legislative and legal staff, and DMHC staff as necessary to ensure analyses are fact-based and adequately address pertinent issues. Provides technical assistance and training to unit staff on legislative process, preparation of bill analyses, and other legislative reports. Responds to management and MRMIB legislative staff on issues related to pending and chaptered legislation that effect MRMIB program benefits.

Prepares ad-hoc reports and/or makes oral presentations to community groups or professional organizations and prepares correspondence. Attends MRMIB Board meetings and makes technical presentations to the Board. Assists in the preparation of state plans, amendments, and reports as required by the federal government.

## **DESIRABLE QUALIFICATIONS**

- Excellent written and oral communication skills
- Proficient computer skills in Word, Excel, and PowerPoint
- Strong analytical and research skills
- Experience in analyzing legislation
- Ability to manage multiple projects and complete assignments on time

## **OTHER EXPECTATIONS**

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.

### **Who May Apply:**

If you gained list eligibility for the AGPA, from the Statewide Open, On-line exam **do not apply**. If you have already submitted an application for the AGPA, **do not apply again**. Applications will also accepted from individuals currently in the SSA class or who have list, transfer or reinstatement eligibility. Individuals with list appointment eligibility should attach a copy of their notice of test results. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)). In Section 12 of the application enter **Job ID# 09-BQM-001 and Position # 443-300-XXXX-702 and the basis for appointment eligibility. Send to:**

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Molly Sira – Personnel**

**Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: May 17, 2010.**

If you have questions regarding this information, please contact Molly Sira at (916) 323-4138.

*Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*